


# WICHITA POLICE DEPARTMENT

## POLICY NO. 907

<b>SUBJECT: FIREARMS POLICY</b>		
<b>Issue Date:</b> 12/7/2016	<b>Effective Date:</b> 1-3-2017	<b>Distribution:</b> All Personnel
<b>Amends/Rescinds Policy No.</b> ____		<b>Review Date:</b> 2/1/2017
		
<i>This Policy is for departmental use only and does not apply in any criminal or civil proceeding. This Policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>		

### I. PURPOSE:

To establish guidelines and procedures governing Wichita Police Department ("Department") issued and/or authorized firearms and ammunition including training, qualification, safety, carrying, care, and maintenance.

### II. POLICY:

The Wichita Police Department will adequately equip officers with firearms necessary to safely and effectively perform their duties. Officers will be provided with guidelines and training necessary to ensure proficient use of firearms and the ability to make decisions regarding their use under stressful and volatile situations. Wichita Police Department officers will:

- Use only the objectively reasonable amount of force necessary to overcome resistance for the accomplishment of legitimate law enforcement objectives;
- Utilize less lethal weapons, when appropriate, as a means of overcoming resistance in order to reduce the risk of injury to both officers and subjects;
- Use lethal force only in order to protect human life or to prevent serious physical injury.

### III. DEFINITIONS

Administrative No Gun Status: The lack of technical ability to qualify, as determined by the Firearms Section.

Backup Weapon: Any Department approved firearm carried holstered and concealed, in addition to the on Duty primary Weapon, or off duty.

Duty Weapon: The firearm issued to commissioned members of the Department to be carried on-duty as his-her primary duty weapon.

Exceptional Circumstances: Situations where a substantial threat may exist which warrants extra safety precautions.

Exigent Circumstances: Situations that demand immediate action where a known threat exists which could likely cause serious physical injury or death.

Firearm: An issued and/or authorized weapon designed to expel a projectile by the action of an explosive (e.g., revolver, pistol, shotgun, rifle) to be utilized in accordance with applicable Department policies.

Force Response: Physical actions by officers required to defend against assault, overcome active resistance to arrest or to control the movement of a person.

Magazine or "Source of Feed": An ammunition retainer for semi-automatic pistols.

Medical No-Gun Status: The lack of physical ability to qualify with a firearm as determined by a city-approved physician.

Off Duty Weapon: Any Department approved firearm carried off duty.

Range Staff: Members of the Department employed with the primary function to serve as Firearm Instructors and Departmental Armorers for all Department and personally owned weapon systems.

#### **IV. PROCEDURES:**

##### **A. Handguns and Personal Weapons**

1. Each commissioned member of the Department will be issued a city-owned firearm to be carried on-duty as his/her primary duty weapon. City-owned weapons intended for duty use will be approved and authorized by the Chief of Police.
2. Personally owned firearms shall not be carried as primary duty weapons. Members may carry personally owned weapons as a backup or secondary weapon while on duty. A list of personally owned firearms approved for backup weapons shall be maintained by the Firearms Section.
3. Officers of the Wichita Police Department will carry only approved firearms. Prior to carrying any firearm, officers must successfully complete any training required by the Firearms Section. Officers must be qualified by a state certified instructor.
4. Firearms and weapons will be maintained in their original form except as authorized

by the Range Master. Any repairs, adjustment, or changes will be made by Range Staff.

5. The Firearms Section will maintain an accurate inventory of all Department weapons to include model number, serial number, color, type, barrel length (if appropriate), manufacturer, caliber and to whom the weapon is assigned.
6. Recruit officers will be provided a Department owned and approved duty weapon for authorized training. Upon completion of the Kansas C.P.O.S.T. firearms course, the officer will be permanently issued the Department owned and approved Duty Weapon.
7. Assistant Range Masters are certified as Kansas Law Enforcement Officers by KSCPOST and will be issued a Department owned and approved Duty Weapon. The Assistant Range Masters have restricted authority and restricted arrest powers, but may carry their issued firearm on or off-duty. Upon new hire, Assistant Range Masters will not be authorized to carry a city-owned firearm while off-duty, until they receive their Law Enforcement Officer certification from KSPOST. However, they may carry a city-owned firearm on their way to and from their armed assignment as an employee of the Wichita Police Department.
8. Reserve, Security, and Warrant Officers shall only carry a city-owned firearm while on-duty, and are not authorized to carry a city-owned firearm while off-duty, except on their way to and from their armed assignment as an employee of the Wichita Police Department.
9. A member who is assigned to the Undercover Section or Vice Section of the Special Investigations Bureau may carry an on-duty or off-duty firearm that is not on the list of Departmentally-approved weapons. The firearm utilized by the member must be approved by the Range Master and inspected by Range Staff at the discretion of the Chief of Police. Prior to carrying the firearm, the member must successfully complete any training and qualifications required by the Firearms Section.
10. Qualification with one Department issued or Department-approved model firearm does not qualify the officer to carry other model firearms. Officers must qualify separately with each model of semi-automatic pistol or firearm that they choose to carry either while on or off-duty.
11. Duty Weapons will only be removed from their holsters in any public place for legitimate official reasons. Any officer involved in the careless use of a firearm or unprofessional conduct involving a weapon will be subject to immediate disciplinary action.
12. Officers in civilian clothing, while on duty, must wear some type of police identification when wearing a visible firearm. Officers, at a minimum, must wear a

badge on the belt or a neck chain when wearing a visible firearm in public.

13. Officers when off-duty, away from his/her place of residence and not in uniform, shall have in his/her possession at all times his/her badge and police identification card, and in addition, is authorized and encouraged to carry a fully-loaded, Departmentally-approved firearm in a secure manner.
14. Issued weapons will be kept clean and operable at all times and are subject to inspection at any time. All Department issued weapons will be inspected by the Range Staff bi-annually. If a weapon is found to be in unsafe condition it will be immediately removed from service. All previously issued weapons will be inspected by Range Staff to ensure the weapon is in good working order prior to being reissued.
15. Duty Firearms will be loaded in the following manner: One (1) round in the chamber and the magazine full. Back-up handguns will be fully loaded. All handgun magazines will be loaded to full capacity.
16. Officers will be allowed to carry back-up weapons subject to the following restrictions:
  - a. Officers, when in uniform, will only carry a back-up weapon approved by the Chief of Police.
  - b. Authorized back-up weapons must be in an approved holster.
  - c. Officers must qualify with their back-up weapon annually. Officers must be qualified by Range Staff.
  - d. The Range Master will establish a course of fire which utilizes drawing from the holster configuration when qualifying officers for back-up carry.
  - e. Non-uniform officers may be authorized to carry a back-up weapon in a holster approved by the Range Master, but not as their primary duty weapon.
  - f. Reserve, Security and Warrant Officers are not authorized to carry a personally owned back-up weapon.

#### **B. Carrying Firearms – General**

1. No officer shall enter any holding cell or holding cell area with a firearm, unless exigent circumstances exist requiring immediate armed response;
2. All firearms will be properly secured at all times;
3. Unless permitted by the court, a member will not display any firearm on his/her

person when attending any courtroom proceeding. Members will unload and store the firearm with a court liaison member, or place it in a weapons locker or a locked personal locker for safekeeping.

4. Officers who take prescription drugs or over the counter medications that may inhibit an officer's ability or judgment are prohibited from carrying any firearm. Officers shall notify their immediate supervisor, should they be required by a medical condition, to take any prescription or over the counter drug that may inhibit their ability or judgment to carry a firearm;
5. Officers are responsible for the care, cleaning, and security of weapons issued to them. Officers shall keep their Department issued and/or approved weapons in good, serviceable condition at all times. All weapons shall be kept clean and free from excessive amounts of oil and ready for inspection;
6. When an officer's residence is to be vacant for an extended period of time (more than 7 consecutive days) the officer shall not leave a Department issued weapon at the residence unless secured in a gun vault or safe. An officer may leave the Department issued weapon at the Police Range, or in the care of his / her Bureau Commander if appropriate secure storage is available at the facility. A Department locker, properly secured by a lock within a secure facility, may be appropriate if approved by the Bureau Commander and/or the Range Master.

#### **C. Shotguns – General**

1. Shotguns and mini-arsenals shall be issued to Bureau Commanders of the Field Services Division, who shall be responsible for their assignment and control.
2. Each member shall verify, through personal inspection, that the shotgun assigned to his/her vehicle is in proper working order, there is no round in the chamber, and the safety is on before the start of his/her tour of duty.
3. At no time will a round be chambered in the shotgun except when a member is making a call in which he/she reasonably believes the shotgun may be needed. After making the call, in a safe environment, the shotgun should be cleared.
4. Any member who discovers a malfunction or defect in the shotgun assigned to him/her shall report it to a field supervisor as soon as possible. The field supervisor shall be responsible for having the shotgun repaired or replaced.
5. Members with a shotgun assigned to their vehicles are encouraged to have a shotgun in their physical possession when responding to appropriate calls. When responding to a call with a shotgun, the member shall carry it in a safe and secure manner. A supervisor may control the number of shotguns assigned to a call.

6. No officer should attempt to search or handcuff any person while holding the shotgun unless absolutely necessary.

**D. Carry/Use of Firearms While Off-Duty**

1. Commissioned officers are not required to carry a handgun off-duty, but may choose to carry an off-duty handgun under the authority of their City of Wichita Police Department law enforcement certification.
2. Each commissioned officer who carries a handgun off-duty will be required to comply with the requirements herein.
3. Each commissioned member is subject to the same responsibilities, restrictions and regulations for carrying a handgun off-duty as they are when in an armed on-duty status.
4. When a firearm is carried off-duty, each Department member will carry his/her handgun in a properly secured manner.
5. When a firearm is carried off-duty, the Department member must also carry his/her Department badge and identification card on his/her person.
6. The handgun each member carries off-duty must be of the caliber .380 ACP, .38 Special, .357 Magnum, 9mm, .40 Smith and Wesson or .45 A.C.P. The handgun must be of acceptable quality and craftsmanship as determined by the Range Master. A list of acceptable weapon brands will be kept by the Firearms Section.
7. Off-duty handguns are not authorized for carry on duty, or while working any part time employment, unless they are one of the weapons approved by the Range Master as approved for duty back-up weapons, and only carried as a backup weapon while working said part time.
8. Each commissioned Department member who carries a handgun off-duty will be required to qualify annually with the weapon and have that weapon listed on his/her Departmental weapon registry. Failure to qualify with the off-duty handgun prohibits the Department member from carrying the handgun in an off-duty status.
9. Ammunition used for off-duty purposes will be the responsibility of each Department member. The ammunition must be inspected by the Range Master and must be consistent with the ammunition issued by the Department as duty ammunition.
10. Department members will not modify or authorize the modification of any off-duty handgun in such a manner that deviates from the manufacturer's safety specifications.

11. Range Staff will inspect every handgun for functionality and safety prior to it being carried off-duty. Range Staff will record the make, model and serial number of the weapon and include it on the member's off-duty weapons card.
12. Commissioned members of the Department shall not carry a handgun in an off-duty status while intoxicated or while under the influence of drugs or a combination thereof, excluding drugs as prescribed by a physician or dentist, if the prescribed drugs do not affect the Department member's ability to function normally or properly.

#### **E. Prohibited Uses**

1. The use of a firearm is categorized as lethal force. The use of a firearm must be in strict compliance with this Department's Use of Force policy. (Policy 906, Use of Force – General)
2. An officer shall not unnecessarily display his or her firearm, or at any time, use any weapon as an intimidation device;
3. The firing of warning shots is strictly prohibited;

#### **F. Ammunition**

1. Only Department authorized factory duty ammunition may be used in Department issued weapons while on duty. When practicing marksmanship on or off duty, only Department authorized new factory ammunition may be used in Department issued weapons. The Wichita Police Department authorizes the following ammunition:

##### Duty Ammunition:

Speer LE Gold Dot 9mm Luger +P 124 grain GDHP, or equivalent as authorized by the Range Master

##### Practice Ammunition Specifications:

**9 mm Luger 124 grain F.M.J.** (Full Metal Jacket) Manufactured Ammunition with new brass metal cases. Suitable ammunition would be manufactured by Speer, Federal, Remington, Winchester, Hornady or other comparable brands and must meet or exceed S.A.A.M.I. specifications.

Reloaded ammunition is not authorized for use in city-owned firearms.

#### **G. Replacement of Weapons/Ammunition**

1. If a Bureau-assigned weapon is placed into evidence, Professional Standards will notify the Firearms Section. Professional Standards will assign a replacement weapon to that officer's Bureau from Professional Standards' inventory.

2. Any weapon that needs repair will be taken to the Firearms Section. If the weapon cannot immediately be repaired, it will be removed from the Bureau's inventory and a replacement weapon assigned.
3. When a Bureau's ammunition or mini-arsenal are depleted or in need of replacement due to age or leakage, they shall be replaced by the Firearms Section. Should an emergency exist and immediate replacement is needed after hours, the Watch Commander shall contact the Training Bureau Captain or Range Master for replacement.

#### **H. Firearms Registry**

1. The Firearms Section will maintain a Firearms Registry which will list the approved weapons to be used by each member.
  - a. A member may have a maximum of three (3) firearms registered on his/her duty firearms registry, to include his/her Duty weapon, backup weapon and Patrol Rifle, if applicable.
  - b. A Department member may have a maximum of two (2) firearms registered on his/her off duty firearms registry.
2. Each authorized member shall carry and use only ammunition which has been approved by the Range Master, for both on- and off-duty firearms. Ammunition for duty firearms shall be replaced annually by Range Staff.
3. Only Departmentally-approved holsters and magazines shall be carried while on-duty by authorized members. The Range Master shall be responsible for setting Departmental standards for these items. Magazines for semi-automatic handguns must be of the same manufacturer as the handgun. Extended magazines beyond a seventeen (17) round capacity are prohibited, except for SWAT members, and only when on-duty in that capacity. Tactical drop holsters will only be worn by the following personnel during the following situations:
  - a. Members of the S.W.A.T. team may wear tactical drop holsters during any S.W.A.T. team deployment and during official S.W.A.T. team training exercises.
  - b. Members of the S.C.A.T., Undercover narcotics Officers and members of the Gang Unit or any Department member who is assisting a specialty unit, may utilize tactical drop holsters when they are conducting dynamic entry into a building, high risk warrant service or when equipment being worn necessitates a drop holster be utilized.



- c. Members of the E.O.D. team may utilize the tactical drop holster when they are assigned as part of the dynamic entry team or when equipment they are utilizing necessitates a drop holster be worn.
  - d. Officers who provide the appropriate documents to establish a medical necessity to utilize a drop holster shall be authorized to use a drop holster. Such medical necessity shall be required to be submitted to the Bureau Commander annually.
  - e. Department members who utilize the tactical drop holster as part of their special assignment shall be required to attend training annually utilizing the tactical drop holster.
4. No member of the Department shall modify, or authorize modification of any duty firearm, which deviates from manufacturer's specifications or WPD purchase specifications without the approval of the Range Master.

#### **I. Inspections**

##### **1. General**

- a. Although Range Staff shall inspect each weapon during qualification at the range, at least bi-annually, all Bureau Commanders shall ensure that a firearm inspection is conducted for all officers presently assigned to their command. The inspection shall determine: That the officer carries a fully loaded weapon, and that the officer carries Department approved ammunition. **At no time shall a weapon be withdrawn from a holster during a call for a firearm inspection.**
- b. To inspect the officer's ammunition, the officer shall be required to remove the magazine from their holstered weapon. The supervisor conducting the inspection shall prepare a report for the Range Master, documenting the results of the inspection.

#### **J. Defective Weapons**

- 1. During firearms proficiency testing periods, and at any other time as required, the Firearms Section shall be responsible for inspecting all duty firearms.
- 2. During an inspection period, any firearm found to be defective or not in compliance with the manufacturer's specifications will be removed from the member's firearms registry and he/she temporarily will not be authorized to carry it.
- 3. If the defective firearm is a personally-owned secondary or backup weapon, the Firearms Section shall notify the member's Bureau Commander, in writing, that the

member has a defective personally-owned firearm and he/she is prohibited from carrying it until it is again listed on his/her firearms registry.

4. If the defective weapon is the member's duty firearm, the Firearms Section will issue a city-owned firearm to replace it.
5. The Firearm Section is responsible for repairing all city-owned firearms, and if possible, individually owned firearms. All costs for parts incurred in the repair of individually-owned firearms will be covered by the member.
6. In order to place a member's firearm back on his/her firearms registry after removal for defects, he/she must turn the firearm over to the Firearms Section. The Firearms Section will either repair it, or have the member return it to the factory for repair. The Firearms Section must inspect the firearm before he/she will be permitted to carry his/her individually owned firearm again as a backup weapon.

**K. Firearms Training/Proficiency Testing**

1. Every member who is authorized to carry a firearm shall be required semi-annually to maintain Department al proficiency standards and Kansas Commission on Peace Officer Standards and Training, (C.P.O.S.T.) standards with his/her duty firearm. Detailed information on proficiency standards are posted to the Police Secure Site shared documents. Firearms proficiency testing for the W.P.D. approved course of fire will be held in the Spring of each year and proficiency testing for Kansas C.P.O.S.T. standards will be held in the Fall of each year.
2. Every member of the Department who is authorized to carry a firearm shall be required to maintain the Kansas C.P.O.S.T. annual firearms qualification as mandated by K.S.A. 74-5607. Every member of the Department who is authorized to carry a firearm must achieve a passing score of seventy (70%) percent or greater with his/her duty weapon on the mandated Kansas C.P.O.S.T. course of fire. Every member who is authorized to carry a firearm must also successfully complete the Departmentally approved course of fire annually with a minimum score of seventy (70%) percent.
3. Every member must successfully complete the C.P.O.S.T. qualification annually within the state of Kansas training year July 1st through June 30th. The Training Bureau Captain must request an extension from the Kansas C.P.O.S.T. for any member who fails to successfully complete the C.P.O.S.T. qualification by June 30th. The Kansas C.P.O.S.T. qualification will be held during the Fall qualification cycle each year.
4. Every member must successfully complete the W.P.D. approved course of fire once annually. The W.P.D. course of fire will be held during Spring annual qualifications.
5. A member who fails to meet proficiency standards, shall be scheduled to attend a four-hour remedial firearms training session, during which he/she will be given two

- (2) additional attempts to meet the C.P.O.S.T. or W.P.D. course of fire proficiency standards.
6. The Training Bureau Captain shall submit an officer's report to the Chief of Police advising of any member who has not met the C.P.O.S.T. firearm proficiency standard or W.P.D. firearm proficiency standard during remedial training. Any member who fails to meet the C.P.O.S.T. or W.P.D. firearm proficiency standard with his/her duty firearm shall be reassigned to a non-firearm position. The member shall attempt to meet the proficiency standards as soon as possible, but no later than thirty (30) calendar days following his/her reassignment to non-firearm duties.
  7. During the thirty-day period following reassignment to non-firearm duties, the member shall be allowed individual practice, subject to Range availability. The Training Bureau shall schedule a two-hour period once per week during this thirty-day period for the member to fire through the respective firearms course twice. It will be mandatory that the member attends each scheduled firearms qualification course until he/she has met the C.P.O.S.T. proficiency standard or the W.P.D. firearms course proficiency standard. At the end of the thirty-day period, the member must be able to meet the C.P.O.S.T. Firearms proficiency standard or the W.P.D. firearms course proficiency standard.
  8. The required firearms qualification course and Departmental proficiency standards shall be developed by the Training Bureau, Kansas C.P.O.S.T., and approved by the Chief of Police.
  9. The Chief of Police may approve a member's request for a waiver of firearm proficiency testing. The member will be notified of the Chief of Police's decision on the waiver. Any waiver granted by the Chief of Police shall be sent to the Firearms Sections with a copy included in the member's personnel file.
  10. Failure to attend the required training sessions may result in the following administrative action:
    - a. The immediate revocation of authorization to carry a firearm;
    - b. Officers shall be required to sign the Revocation Notice acknowledging that the officer has received the document, which notifies him / her that he / she is relieved from carrying a firearm and is prohibited from taking law enforcement action;
    - c. This revocation shall remain in effect until such time as the officer attends a training and qualification session;
    - d. It is incumbent upon each officer to ensure attendance in order to avoid further administrative action.

**L. Medical Deferment**

1. A Medical Deferment does not necessarily excuse an officer from firearms training and qualification. Range Staff can accommodate officers in wheelchairs or that are otherwise physically impaired, as long as it can be completed in a safe manner, as determined by the Range Master. Officers shall be guided by the Range Staff and a physician's determination;
2. Officers excused from any session(s) of mandatory bi-annual qualifications for a medical condition (as determined by a licensed physician) may be advised of a temporary revocation of authority to carry any weapon, on or off duty, at the discretion of the Chief of Police.
3. The officer relieved of their firearm shall sign the Revocation Notice (officer's report) acknowledging receipt of the document, which notifies him / her that the he / she is in a no-gun status and is prohibited from taking any law enforcement action. The Revocation Notice shall be forwarded to the Chief of Police and retained the employee's medical file.

**M. Shooting Badges**

Members qualify for shooting badges during each W.P.D. course of fire, usually held during Spring qualifications. Members are authorized to possess and wear shooting badges earned during the current training cycle.

The Qualification Target is the standard "Q" target with a 10.25" circle lightly drawn at high center mass. The "head" area is delineated by the portion of the target above the 10.25" circle, but inside the blue line. Hits inside the circle and the head are scored as hit for Expert and Master badge consideration.

Qualifying score: 70% inside the blue silhouette outline (34 minimum out of 48 possible)

80%-89%: ..... 38 to 42 hits = (Sharpshooter) Hits anywhere within the blue line.

90%-97%: ..... 43 to 45 hits = (Expert) Hits in the 10.25" circle and head area.

98% or above: ..... 46 to 48 hits = (Master) Hits in the 10.25" circle and head area.

**Only six shots in the head area count for badge consideration.**

**N. Shotgun Proficiency Training**

1. Certified personnel shall be required to maintain Departmental proficiency standards with the police shotgun. Detailed information on proficiency standards are posted to the Police Secure Site shared documents.
2. Shotgun proficiency testing shall normally be held in the spring and fall, during firearms proficiency testing.

3. The Chief of Police may approve a member's request for a waiver of shotgun proficiency testing. The member will be notified of the Chief of Police's decision on the waiver. Any waiver granted by the Chief of Police shall be sent to the Firearms Section with a copy included in the member's personnel file.
4. Every member will be allowed two (2) initial attempts to meet Departmental shotgun proficiency standards during each mandatory in-service training period.
5. Any member failing to meet Departmental shotgun proficiency standards shall be scheduled to attend a two-hour remedial shotgun training session, during which he/she will be given two (2) additional attempts to meet Departmental shotgun proficiency standards. Discipline may be imposed if a member fails to qualify during the two additional attempts following remedial training.
6. The Training Bureau Captain shall submit an Officer's Report to the Chief of Police advising of any member who still has not met Departmental shotgun proficiency standards. Any member who fails to meet Departmental standards with the shotgun shall be reassigned to a non-firearm position; the actual assignment shall be left to the discretion of the Bureau Commander of the member involved. The member shall attempt to meet the minimum shotgun proficiency standard as soon as possible, but no later than thirty (30) calendar days following his/her re-assignment to non-firearm duty.
7. During the thirty-day period following reassignment to non-firearm duties, a member shall be allowed individual practice, subject to range availability. Range Staff shall schedule a two-hour period once a week during this thirty-day period for the member to fire through the shotgun qualification course twice. It will be mandatory that the member to attempt attends each scheduled shotgun qualification course until he/she has met Departmental shotgun proficiency standards. At the end of the thirty-day period, the member must be able to meet Departmental shotgun proficiency standards.
8. The required shotgun qualification course and Departmental shotgun proficiency standards shall be developed by the Training Bureau, and approved by the Chief of Police.

#### **O. Range Rules**

1. The firearms range is a Section of the Training Bureau, and under the control of the Wichita Police Department and the Sedgwick County Sheriff's Office.
2. The allowed hours of operation for outdoor live firing shall be:
  - Monday - Thursday: 0700 to 2200 hours;

- Friday: 0700 to 1800 hours;
  - Saturday: 0700 to 1800 hours, provided:
    - Open no more than four (4) hours on any given Saturday, and;
    - Open a maximum of seven (7) Saturdays in any given calendar year;
  - Sunday: Closed;
  - Official county holidays: Closed.
3. A Certified Wichita or Sedgwick County Range Staff training facility firearms instructor will be present during any outdoor live firing.
  4. Only Departmental approved weapons/ammunition used in law enforcement activities will be fired at the range, unless prior approval is received from the Range Master. Any exceptions shall be approved in advance by the Sheriff or Chief of Police or their designee. These exceptions shall be limited to special circumstances such as test firing of evidentiary weapons, for demonstration purposes or similar unique situations.
  5. The range will be clearly marked for use by authorized law enforcement personnel only.
  6. No alcoholic or cereal malt beverages will be allowed on range property. No persons under the influence of alcohol or drugs will be admitted to the range.
  7. All members utilizing the range will sign the ammunition check out log, prior to checking out ammunition and using the facility.
  8. All members entering the range office will be permitted to have a loaded weapon, provided the weapon remains holstered.
  9. Upon arriving at the range, members are expected to demonstrate cooperation with any members already engaged in the firing process.
  10. Posted Range Rules will be followed.

**P. Firearms Training Simulator**

1. With the exception of auxiliary equipment purchased by an individual agency, the firearms training simulator is jointly and equally owned by the Wichita Police Department and the Sedgwick County Sheriff's Office. The firearms training simulator shall be equally available to members of both agencies, with preference given to neither.
2. Operation of the firearms training simulator is restricted to Range Staff who have been trained to operate the system. After appropriate training and coordination through the Firearms Section, however, operation may also include:

- a. Wichita Police Department assistant firearms instructors and selected Field Services supervisory personnel.
- b. Selected personnel of the Sheriff's Office.
- c. Selected personnel of the Wichita Police Department.

**Q. Negligent or Unintentional Firearm Discharge**

1. Bureau Commanders shall require members who have negligent or unintentional discharge or who improperly used a firearm to receive and successfully complete additional firearms training. A copy of the investigation and report on the incident precipitating the request shall be attached.
2. All negligent or unintentional firearm discharges will be investigated by Professional Standards.
3. SELF-REPORTING REQUIRED – Employees are required to self-report negligent or unintentional firearms discharges to a supervisor immediately.

**R. Use of Force Reporting**

1. Any use of a firearm must comply with the Wichita Police Department's Use of Force Policy, Policy 906.
2. The use of a firearm must be reported in strict compliance with the Wichita Police Department's Use of Force policy, Policy 906, and the Reporting and Investigating Force policy, Policy 913.